



PSI licensure:certification

3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com

Before paying for  
your examination registration,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a reference  
when contacting PSI.

## TENNESSEE – LLP EXAM



### TENNESSEE LIMITED LICENSED PLUMBER (LLP) CANDIDATE INFORMATION BULLETIN

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Be sure to review this entire Candidate Information Bulletin for complete information about the scheduling, testing and licensing processes. Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for a Limited Licensed Plumber (LLP) licensee in the State of Tennessee.

Tennessee State Laws stipulate that a person may not act as a contractor with the LLP license.

The Tennessee Board for Licensing Contractors, Limited Licensed Plumber (LLP), has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

### CONTACT INFORMATION

All questions and requests for information pertaining to the **examination** should be directed to PSI.

#### **PSI licensure:certification**

3210 E TROPICANA  
Las Vegas, NV 89121  
(800) 733-9267 Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

All questions and requests for information pertaining to **licensure** should be directed to the Tennessee Board for Licensing Contractors.

#### **Tennessee Board for Licensing Contractors - LLP**

500 James Robertson Parkway  
Nashville, TN 37243-1150  
(615) 532-3994 or Fax (615) 532-2868  
<http://www.state.tn.us/commerce/boards/contractors>

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

**Examination fees can be found on the registration form at the end of this Candidate Information Bulletin.**

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

### INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, [www.psiexams.com](http://www.psiexams.com). You may register for and schedule an examination via the Internet, 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.



2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

### FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

### STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your registration before scheduling your examination.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

You are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site location and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-

9267. To schedule with a PSI registrar, call Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time. If space is available in the examination site of your choice, you may schedule an examination 3 days prior to the examination date of your choice, up to 4:00 p.m., Pacific Time. Please be prepared to offer alternate examination appointment choices.

### REREGISTERING FOR AN EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Monday can call the next day, Tuesday, and retest as soon as Wednesday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267. Please note that you may also use the automated system using a touch-tone phone, 24 hours a day, in order to register for an examination.

### CANCELING AND RESCHEDULING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (800) 733-9267 (a representative is available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time). Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** *A voicemail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Customer Service Representative.*

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the Social Security Numbers of all licensees of the professions licensed by the state. If you elect not to disclose your Social Security Number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you **must** provide it to the state.

## **EXAMINATION SITE LOCATIONS**

The examinations are administered at the examination centers listed below:

Chattanooga  
6918 Shallowford Rd, Suite 309  
Chattanooga, TN 37421

*Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.*

Jackson  
368 North Parkway, #3  
Jackson, TN 38305

*From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.*

*From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.*

*North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.*

Johnson City  
904 Sunset Drive, Ste 7A  
Johnson City, TN 37604

*Take I-26 to exit 36. Go south on Highway 381 (North State of Franklin Rd) approx 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approx .7 tenths of a mile. There is a large Building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.*

Continued on the next page



Knoxville  
308 North Peters Rd, Ste 205  
Knoxville, TN 37922

*From East Knoxville*

*I-40 West (I-75 South) to exit #378 (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.*

*From West Knoxville (Farragut or anywhere west of Knoxville) I-40 East (I-75 North) to exit #378 (Cedar Bluff). Take a right onto Cedar Bluff Rd. Take a right on N Peters Rd at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.*

*From North Knoxville*

*I-275 South to I-40 West I-40 West (I-75 South) to exit #378 (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.*

*From Kingston Pike*

*Head west on Kingston. Take a right at Cedar Bluff Rd. Take a left on N Peters Rd at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.*

Memphis  
Apple Tree Center  
6099 Mt. Moriah Extended, Suite 17  
Memphis, TN 38115

*Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).*

*Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.*

*Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.*

*For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).*

Nashville  
The Oaks  
1100 Kermit, Suite 103  
Nashville, TN 37217

*From I-40 East, take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and H.G. Hill grocery on your right. Turn left onto*

*Kermit St when there is a McDonald's on your right. PSI is in the first building on your left.*

*From I-40 West, take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit St between a Firestone store and Silverado Dance Hall. Turn right onto Kermit St. PSI is in the first building on your left.*

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for the sign-in and identification verification procedure as well as providing time to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

**You must provide 2 forms of identification.** One must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

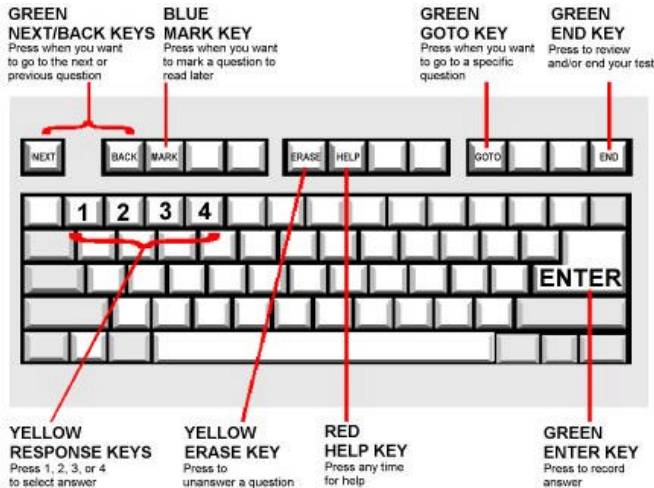
- Cell phones, pagers, and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Tennessee State Law. Either one may result in the disqualification of examination results and may lead to legal action.





## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



### IDENTIFICATION SCREEN

You will be directed to a semi-/private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:

The screenshot shows the examination interface with the following elements:

- Top bar: Mark, Comments, Goto, Help, End
- Question status: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359
- Question: 3. What do the stars on the United States of America's flag represent?
- Options: (Choose from the following options)
  - ☐ 1. Presidents
  - ☐ 2. Colonies
  - ☐ 3. States
  - ☐ 4. Wars
- Navigation: <<Back, Next>>

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out or you have ended your examination.

### EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, or changed. The review is one hour in length.

The fee for reviewing your examination is \$20. You may register for the examination review via IVR, telephone, Internet, mail, or fax. If you would like to register by mail or fax, please fill out the Registration Form found on the last page of this bulletin. You may pay with Money Order, Cashier's Check, VISA, or MasterCard. Personal and company checks are **not** accepted.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.

All comments made are for the future benefit of candidates. PSI will review all comments and, if necessary, make immediate key changes (or item deletions). However, PSI will not, under any circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$20 and it is one hour in length. **You must schedule the examination review within 30 days from the date you originally took the examination.**

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification and performance summary on the screen.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination portion. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$10. *Money Order or cashier's check ONLY.*

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## DESCRIPTION OF EXAMINATION

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law, or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law, or regulation overrides the national one.

Information from sources on the test reference list override information from other sources or persons.

## LLP - LIMITED LICENSED PLUMBER

# of Questions	% Required to Pass	Time Allowed
40	73% (29 items)	120 minutes

### CONTENT OUTLINE (EFFECTIVE 8/20/07)

Subject Area	# of Items
General Knowledge and Math	5
General Requirements (not including Gas) - Administrative, Structural, Backflow, Materials and Supports, Joints and Connections, Storm Drains, Testing	4
Water Supply and Distribution	4
Fixtures, including Water Heaters	2
Drain, Waste, and Vent Systems, including Indirect and Special Waste	10
Traps, Cleanouts, and Interceptors	2
Isometric Analysis	7
Gas Appliances and Piping	4
OSHA Safety	2

### REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- *International Plumbing Code*, 2003, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- *International Fuel Gas Code*, 2003, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- *Mathematics for Plumbers and Pipefitters*, 7th Edition, 2007, Delmar/Thomson Learning, (800) 347-7707, [www.delmarlearning.com](http://www.delmarlearning.com), ISBN 1428304614
- *Code of Federal Regulations* - 29 CFR Part 1926 Revised as of 2004 or later (OSHA), Superintendent of Documents, (888) 293-6498, [www.osha.gov](http://www.osha.gov) - **OR** - *Code of Federal Regulations* - 29 CFR Part 1926



Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of this bulletin.)

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

The reference materials listed in the content outline may be found at any of the following locations:

Professional Booksellers  
[www.pro-book.com](http://www.pro-book.com)  
615-383-0044 or 800-572-8878

Bookmark, Inc.  
[www.bookmarki.com](http://www.bookmarki.com)  
800-642-1288

Builders Book Depot  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434

Construction Training Bookstore  
[www.constructiontrainingbookstore.com](http://www.constructiontrainingbookstore.com)  
203-753-7910 or 800-342-6315

Contractors Library  
Toll Free: 1-800-571-4777  
[www.contractorslibrary.com](http://www.contractorslibrary.com)

American Contractors Bookstore and Exam Prep Seminars  
(800) 992-1910 (toll free)  
[www.examprep.org](http://www.examprep.org)

National Contractors Bookstore and Exam Prep  
(800) 952-0910  
[www.contractor-licensing.com](http://www.contractor-licensing.com)





*Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.*

- | Examination                    | Fee  |
|--------------------------------|------|
| LLP - LIMITED LICENSED PLUMBER | \$44 |

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## **BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!**

TO GET THE REFERENCE AND STUDY MATERIALS YOU NEED TO PREPARE FOR YOUR EXAMINATION, SIMPLY LOG IN TO THE PSI ONLINE STORE.

**THE PSI ONLINE STORE IS  
LOCATED AT  
[WWW.PSIONLINESTORE.COM](http://WWW.PSIONLINESTORE.COM)**

**You can also call The PSI Online Store toll-free at (866) 589-3088 to place your order.**

<a href="#"><u>29 CFR Part 1926 Selections</u></a> Selections as of January 2003. Published by PSI Copyright: 2004	<b>Price</b> \$19.50
<a href="#"><u>2003 International Plumbing Code</u></a> Soft Cover. International Code Council, 2003	<b>Price</b> \$59.00
<a href="#"><u>Contractor's Guide to Business Law and Project Management - Tennessee Edition</u></a> Published by NASCLA. Copyright: 2006 (1st ed.)	<b>Price</b> \$52.50

*Please note: Inventory and pricing subject to change without notice.*



**TENNESSEE CONTRACTOR**  
**Order Form for Reference Material**  
**PLEASE PRINT LEGIBLY**

ITEM	PRICE	QUANTITY	AMOUNT
			\$
			\$
			\$
			\$
<b>Subtotal</b>			\$
<b>Combined Shipping, Handling &amp; Sales Tax Fee -- 20%</b> <i>(Please call us if your organization qualifies as tax-exempt.)</i>			\$ (\$7.50 minimum)
<b>TOTAL</b>			\$

Please send this form along with payment (**Money Order / Check / Credit Card**) to:

**PSI licensure:certification**  
**3210 E Tropicana \* Las Vegas \* NV \* 89121**  
**Fax (702) 932-2668**  
**ATTN: SHIPPING DEPARTMENT**

Please check one:    ☐ **AMEX**    ☐ **MC**    ☐ **VISA**

Account No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date \_\_\_\_\_ - \_\_\_\_\_

Name on Card (Print) \_\_\_\_\_    Signature \_\_\_\_\_

Card Verification

No: \_\_\_\_\_

*For your security, PSI requires you to enter the card identification number located on your credit card. For MC/Visa cards, the card identification number is located on the back of the card and consists of the last three digits on the signature strip. For AMEX cards, the number is a 4-digit number printed on the front of your card. It appears after and to the right of your card number.*

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**SHIP TO ADDRESS IF DIFFERENT THAN ABOVE (UPS/FED EX DOES NOT SHIP TO P.O. BOXES)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ALL SHIPMENTS WILL BE SHIPPED UPS GROUND. PLEASE ALLOW UP TO 2 WEEKS DELIVERY.**

**EXPEDITED SHIPPING (COMBINED SHIPPING, HANDLING & SALES TAX FEE STILL APPLIES)**

Charge Credit Card Listed Above    ☐

FEDEX ACCOUNT #: \_\_\_\_\_

UPS ACCOUNT #: \_\_\_\_\_

Method (please check one):    ☐ **Next Day Air**    ☐ **2-Day Air**    ☐ **3-Day**





## SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- |  |  |
|--|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                | <input type="checkbox"/> Extended Time<br>(Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination   | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____  |

Site requested: \_\_\_\_\_

Complete and fax this form, along with supporting documentation, to (702) 932-2666.  
You will be mailed or e-mailed an approval or denial letter within 10 business days.

Please do not schedule your examination until you are contacted by the Special Accommodation Department



**PSI licensure:certification**

3210 E TROPICANA  
LAS VEGAS, NV 89121

**FIRST CLASS MAIL**

